



DEPARTMENT OF THE ARMY
United States Army School of Aviation Medicine
301 Andrews Avenue
Fort Rucker, Alabama 36362

MCCS-HAE-AFSPC
2010

17 November

MEMORANDUM FOR Flight Surgeon Course students

SUBJECT: Welcome Letter

1. Congratulations on being selected to attend the Flight Surgeon Course. Keeping crew members up and keeping them strong is our mission. This will be a busy and challenging curriculum, but we will have fun doing it! Expect to work hard, both mentally and physically. The class will be fast-paced and demanding, encompassing a variety of topics in Aviation, Survival equipment and skills, Flight Physiology, MEDEVAC Doctrine and Operations, Aeromedical Administration, Aviation Safety, Mishap Prevention and Investigation, and Clinical Aerospace Medicine. At the end of these weeks we look forward to welcoming you into an exciting new career within one of the greatest and proudest communities in the Army.

2. Because this is a non Military Training Service Support (MTSS) funded course, you will be expected to pay for your lodging, travel and daily expenses. You must report with a government travel card or a TDY advance in order to avoid financial hardship.

3. Prior to arrival there are a number of administrative documents you need to gather and bring to the course. These will allow us to get you in-processed into both the school and into Army Aviation. We need your help to expedite this. Please bring the following documents with you to class on the first day of the course

a. Documents Needed:

- (1) ***Stamped Qualified Flight Physical (hard-copy, see "pre-requisites")
- (2) CAC card - registered in AKO /DKO (for AERO)
- (3) Verification of Security Clearance from unit (Appendix 1)
- (4) HIPAA Training certificate (current last 12 months)
- (5) Travel Orders (PCS, TDY enroute) **or** DD Form 1610 (TDY and return)
- (6) DD Form 93 (Record of Emergency Data) (Dated < 6 months)
- (7) SGLV-8286 (SGLI - Current) (Dated < 6 months)

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(8) Medical Student Evaluation Form (if applicable)

NOTE: Personal laptop not required but highly encouraged for classroom use

b. ***Civilians attending the course must bring documents 1-4 (above) if they wish to receive an AERO account and participate in altitude chamber, water survival, and flight orientation training while at the course. They may disregard other requirements for uniformed students.

4. Prerequisites.

a. ***Flight Physical – If you are attending anything other than the NCO Clinic Course, you must have a QUALIFIED Class 2F Flight Duty Medical Exam (FDME) completed no later than 30 days PRIOR to the start of the course or you will be disenrolled in order to accommodate qualified applicants. Whoever administers your Flight Physical must submit your physical on-line through the AERO system to the US Army Aeromedical Activity (USAAMA). There will be NO initial or repeat FDME at Fort Rucker once the course begins, and all waiver requests must be completed due to lack of medical resources to support waiver requirements at Lyster Army Health Clinic. The FDME process is detailed and may take several weeks to several months to complete. Therefore, BEGIN THIS PROCESS WITHOUT DELAY. NCO Course students do not require a physical exam. Non-Army, military students should have a service specific flight physical, which should be hand carried to the course.

If you cannot find a FS or APA to submit your physical through AERO, do one of two things:

(1) Contact and send your physical (electronically) to the following individual:
(Clearly annotate that you are attending an upcoming FS course in your correspondence)

AERO Help Desk Support

PH: (334)255-0749 or DSN 558-0749

FAX (334)255-0747 or DSN 558-0747

email: aero.helpdesk@amedd.army.mil

AAMA home page: <https://aamaweb.usaama.rucker.amedd.army.mil>

(2) Or send a hard copy of the physical and any associated studies to USAAMA at the following postal address:

DIRECTOR

USAAMA

ATTN: MCXY-AER (AAMA)

FORT RUCKER AL 36362-5333

(3) Remember that if materials are not received and qualified through AAMA within 30 days of the start of classes, your seat will be given to a qualified applicant on our wait list.

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(4) Weight in excess of standards is administratively disqualifying and will not be waived. If you present yourself at Ft. Rucker WITHOUT a fully qualified Class 2F FDME, or have a disqualifying medical condition for which a waiver has not yet been granted, you will not be able to participate in any aerial flights, and will therefore not graduate from the course.

b. You will need to confirm a seat in ATRRS for your desired course dates through your Active or Reserve Component ATRRS clerk. Active component Soldiers gain seats through their respective Branch Managers. Reserve Component requests go through their chain of command and are forwarded to the appropriate approval authority. When requesting a seat, notify them if you need the training for a scheduled deployment or are filling a much needed vacancy (particularly the National Guard).

c. CAC card, registered in AKO/DKO - It is essential for the Army's on-line Flight Physical system (AERO) training that you register your CAC card in AKO/DKO, and be able to log into AKO/DKO using this feature. If you are not Army and/or do not have an AKO account, Register for DKO

(1) To register for DKO:

(a) Go to <https://www.us.army.mil>

(b) Click on 'Register for DKO (CAC Required)'

(c) Select 'Create Joint Account'

(2) You will need to have your CAC inserted into a CAC reader to register for an account. Also, you will be required to enter your SSN and date of birth (DOB) to validate your user information. If this information is not provided, AKO/DKO and Defense Manpower Data Center (DMDC) will not be able to validate credentials; therefore no account will be issued. DMDC is the authoritative database for non Army DoD military and government civilians. A working agreement with DMDC allows AKO/DKO to positively validate users before they are given a new DKO account.

d. "Privacy Act and HIPAA Clinical Training" - All students also need to bring current (< 12 months-old) copy of this certificate of training.

e. Security Clearance Memorandum - (usually from your security officer). This document is also required for an AERO account. See Appendix 1 below for an example.

5. BOOTS: For a list of boots authorized for Aviation Duties visit the USAARL Website: http://www.usaarl.army.mil/new/usaarl/pages/ALSE_Boots.htm .

6. UNIFORMS: The classroom uniform will be ACUs (or service equivalent) unless otherwise specified. You will need to bring at least two sets of ACUs.

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a. Uniform Packing List

- (1) ACUs ("sand brown" T-shirt)
- (2) ACU patrol cap (with sew-on rank) or Service equivalent (FTXs only)
- (3) Full winter PT's (to include hat and gloves)
- (4) Swim wear for Pool events (may be civilian; one-piece for females)
- (5) CLASS A's (or service equivalent Dress Uniform) are NOT required

(6) IDENTIFICATION TAGS: Identification tags (dog tags) are required by AR 95-1 for flying duties.

7. FOR INDIVIDUALS ON PCS ORDERS: Copies of your orders, amendments, and leave form (DA Form 31) are required as above. If you are coming to the course TDY enroute, you must have a leave form which covers the time between graduation from this course and reporting to your next duty station PRIOR to departing your present duty station.

8. OVERSEAS PCS: Personnel who are going overseas need to ensure that they have their tickets or port call prior to departing their present duty station. Passports and immunizations for family members need to be taken care of prior to departing from the last duty station due to extremely limited facilities at Fort Rucker.

9. FOR INDIVIDUALS ON TDY ORDERS: 1 Copy of your orders is required.

10. GLASSES: If you did not score at least 20/20 uncorrected visual acuity on your FDME, then you must wear glasses that correct your vision to 20/20. Contact lenses are acceptable, but require a waiver (done prior to arrival) for flying duties.

11. ACCOMODATIONS: Lodging is not usually available at the on post civilian contract hotel. Flight surgeon students previously lodging at this location have been moved out of housing/transferred out of rooms without notice due to higher priority for other students. A block of rooms has been reserved at Enterprise Candlewood Suites, 203 Brabham Drive Enterprise, AL 36330; (334) 308-1102. You must call in advance no later than 2 weeks and specifically request a room reservation with the 'FLIGHT SURGEON COURSE' regardless if attending phase I, phase II, NCO or Orientation courses. Failure to call within 2 weeks from start of classes or to specify 'FLIGHT SURGEON COURSE' may result in room non availability. For all Alabama state hotels, you must arrive prepared to pay lodging costs on a weekly basis. If paying by credit card or debit card, you should be aware that Alabama state hotels place a hold on the money in your account to cover your total lodging cost at the time of check in. You must be prepared to settle all financial transactions without use of this amount of money on your credit or debit card. Arrive with a travel advance or be prepared to have the entire cost of lodging available on your credit/debit card in addition to enough money to cover any other personal expense required for your stay.

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12. REPORTING: Report to the hotel prior to 22:00 on the day prior to start of classes. Those personnel arriving from OCONUS duty stations are authorized to report to Ft. Rucker early IAW the Joint Travel Regulation (JTR). Directions to the School of Aviation Medicine will be at the front desk. If you are reporting to Fort Rucker as a permanent duty station, you should contact the Ft. Rucker Soldier assistance center immediately upon receipt of orders for specific guidance. Checking in as permanent party after the course rather than before the course will result in non-payment of TDY and readjustment of your BAH. Unless you are assigned to duties at Ft. Rucker immediately upon graduation, do not report to the post arrival center.

13. TRANSPORTATION: No transportation is available to or from the School of Aviation Medicine. Only limited taxi service is available on post. You will be issued a statement of transportation non-availability at the end of the course to file with your travel voucher. Students are expected to use POV, rental car or student car pool for transportation. Civilian taxi is available from the Dothan Airport to Fort Rucker.

14. MEALS: You will be issued a statement of non-availability for meals at the end of the course to file with your travel voucher. Meals are available at the PX, and Officer's Club throughout the course. Some establishments are a short distance off post.

15. FORWARDING MAIL: Mail and packages should be delivered to the hotel at the following address: Enterprise Candlewood Suites, 203 Brabham Drive Enterprise, AL 36330. Mail delivered to USASAM goes through several different organizations on post, sometimes resulting in late or non delivery.

16. PERSONAL AFFAIRS:

a. It is important that all personal affairs be completed prior to arrival. Free time during the course is extremely limited. National Guard, Reserve and IMA students need to process through their home station finance PRIOR to their arrival at Ft Rucker. Students will have very minimal time to be excused from scheduled activities in order to conduct or complete personal business.

b. Alabama does get cool during the winter, so you may wish to bring off-duty clothing accordingly. Fort Rucker is a large post in rural Alabama, but is within 1.5 hours of the Florida Gulf Coast.

c. Graduation. All students are expected to attend graduation. All out-processing and receiving final orders and certificates will occur at that time. DO NOT book departing flights before 1400 hours on the day of graduation. Phase I, Orientation and NCO clinic students do not have a formal graduation.

d. If you are taking leave upon the completion of the course, you must bring a DA 31 signed by your unit. We are not authorized to generate DA 31's for you here. We are able to sign you out on leave upon completion of the course.

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17. PERSONAL APPEARANCE: Fort Rucker is a training post where strict adherence to standards of military courtesy and appearance is the norm. Standards in AR 670-1, Sec 1-6 through 1-15 will be enforced. This includes haircuts. Failure to maintain military appearance will result in elimination from the course.

18. MEDICATION USE/ALCOHOL OR DRUG ABUSE: NO MEDICATION WILL BE TAKEN UNLESS PRESCRIBED BY A FLIGHT SURGEON AT FORT RUCKER. Army Policy on Alcohol/Drug Abuse is outlined in AR 600-85. It should be sufficient to state that alcohol or drug abuse is incompatible with aviation service and military service.

19. PHYSICAL TRAINING (PT) AND POOL EVENTS: Our PT program is challenging but very versatile. All students will participate in a physical assessment which mirrors the Army APFT on the second day of the course. Expect organized PT sessions several times each week starting at 0530 hrs (including several runs > 3 miles).

a. ALL students participate in "pool PT" when pool is available and water survival training (to include the Dunker/separate facility).

b. Students are expected to be able to swim (Breast stroke, comfortably) 25 meters wearing flight suit, survival vest, boots, and flight helmet, as well as tread water for 2 minutes and transition to a 2-minute "dead man's float" wearing the same gear.

c. Participation in these events is mandatory, as they are required for full designation as a Flight Surgeon/Aeromedical Physician Assistant/Aviation Medicine Nurse Practitioner. Those who fail to receive a "Go" in water survival training will graduate as Aeromedical Examiners (paper-pushers) ONLY! Swimming lessons (and training) prior to course attendance is highly recommended unless you are already proficient in swimming.

20. DAY 1:

a. For those without vehicles, on day 1 of the 6 week course only, a staff member will be present at 0500 hrs on morning of the start of the course to assist in arranging car pool or bus transportation at 0515 hours. Orientation, NCO and phase II students will need to coordinate their own transportation to the first day of class.

b. For those with vehicles, report to USASAM, Room X-112, at 0530 hours. The duty uniform is ACUs or service equivalent.

c. Parking is limited and only authorized in the main Lyster Health Clinic lot, so park in the main/front (South side) of the hospital. Students are not authorized to park in any other parking lots. Vehicles parked in the side lots, rear USASAM lot or lots across the street from Lyster are subject to immediate ticketing and towing.

d. USASAM, Building 301 Dustoff Ave, is located at the back of (North side) Lyster Army Health Clinic. Look for the classroom straight ahead as you come into the building. If

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entering the hospital through the front entrance, walk to the rear of the hospital and take the staircase down to the ground level.

21 . PRE-EXECUTION CHECKLIST: You must bring the attached pre-execution checklist, signed by your Chain of Command, on day 1. Failure to report with required items and the signed checklist may result in immediate return to duty station.

22. CONCLUSION: The staff and faculty will do everything possible to make your stay challenging, academically rewarding, and memorable. We look forward to your arrival and to providing you with an exciting educational experience. We are committed to training a dedicated corps of aeromedical providers for military aviation units. Your recommendations for any course modifications are welcome, and your active participation in the training is important. Please send an e-mail and any questions regarding the course to USASAM-FSC@amedd.army.mil . An alternate number for USASAM is DSN 558-7615 or COM 334-255-7615

23. POC for is the undersigned at USASAM-FSC@amedd.army.mil .

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NAME:		SSN:
RANK:		DATE OF RANK:
UNIT:		REPORT DATE:
1 ST LINE SUPERVISOR INITIALS	STUDENT INITIALS	PART I: UNIT PREPARATION OF THE STUDENT (THIS CHECKLIST AND ATTACHMENTS MUST BE TURNED IN UPON REPORTING TO THE COURSE)
		Student has a current Stamped Qualified Flight Physical (copy to accompany student to course) Not required for Aviation Clinic NCO Course
		Student has a current/valid military CAC ID card that remains valid throughout the course length (2 weeks from the report date)
		Student has 1 pair of identification tags issued
		Travel Orders (PCS, TDY enroute) or DD Form 1610 (TDY and return) (10 copies)
		Verification of Security Clearance from unit
		HIPAA Training certificate (current last 12 months)
		Medical Ethics / Detainee Ops Training certificate (current last 12 months)
		Medical Student Evaluation Form (if applicable)
		Student has a Government Credit Card/Travel Advance that will preclude financial hardship while attending the course (<i>Lodging, meals, and rental car must be included in the fund citation, course is NOT MTSS funded</i>). Lodging, meals, transportation not provided.
		Student has a current SGLV Election Form
		Student has a current DD Form 93 Record of Emergency Data
		If applicable, student is in receipt of flight information that covers transportation to and from the course
		If applicable, student has a current POV Inspection Checklist completed within two weeks of report date to the course (If needed POV Inspection Checklist is posted on the website)
		If applicable, student has 1 set of prescription eyeglasses (contact lenses will not be worn during the course)
		Student is in receipt of school/course information (Website Welcome Letter)
		Student has all required clothing/equipment IAW Course Packing List (Website Welcome Letter)
		DA Form 31 to carry you through the entire course / If taking leave, leave needs to be included on the same DA Form 31. Student has service-specific leave for arrival and departure of the course if needed
		Student has POV, approval for rental car or will carpool with other students

UNIT POINTS OF CONTACT		
Commander:	Cell:	Office:
First Sergeant:	Cell:	Office:
1 st Line Supervisor:	Cell:	Office:
Unit Fax:		
First Sergeant Email:		
CERTIFICATION OF COMPLETION		
Student Signature:		
Commander/1SG Signature:		

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**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY
AEROMEDICAL CENTER
FORT RUCKER, ALABAMA, 36362-5000**

**REPLY TO
ATTENTION OF:**

MCYX-RETS

22 JAN 11

MEMORANDUM FOR RECORD

SUBJECT: Security Clearance Verification

1. This memorandum verifies the security clearance of the following individual, who will be enrolled at the United State Army School of Aviation Medicine (Fort Rucker, AL) from **FEB 11** to **APR 11**. This verification is required to participate in training and receive a user account for the **Aviation Electronic Resource Office (AERO)**.

2. Security clearance information is as follows:

- A. NAME, L_Name, F_Name, MI
- B. SSN: 000-00-000
- C. Grade/Rank:
- D. Date of Birth:
- E. Place of Birth:
- F. Investigation Type: NLC
- G. Investigation Date: Open 2010xxxx
- H. Security Clearance: Secret
- I. Clearance Date: 2010xxxx

3. The point of contact is the undersigned at *DSN 558-XXXX or (334)255-XXXX*

YOUR NAME
SFC, USA
Security Manger